Eagle Scout Application Verification by Email

Eagle Scout applications with supporting documents may be submitted for digital verification via email for review and approval to proceed to the Eagle Board of Review (EBOR). Turn-around time on emailed applications may be up to 2 business days.

Eagle Scout applications may also be submitted in-person at the Cockrell Scout Center for immediate review and approval during normal weekday business hours.

Eagle Scout Application Digital Verification Requirements

1. Use the *pre-EBOR checklist* to ensure everything is complete:
   https://www.samhoustonbsa.org/check-sheet

2. *Scan* and prepare packet (photos are not acceptable) containing:
   a. Eagle application (June 2022 version or later), properly signed and dated
   b. Project Workbook Proposal signature page (with 5 signatures)
      • If signatures are collected on multiple digital pages, make sure the Scout's name and signature are on *each* page.
   c. Project Workbook Report signature page (with 3 signatures)
      • If signatures are collected on multiple digital pages, make sure the Scout's name and signature are on *each* page.
   d. Statement of ambitions and life purpose
   e. Eagle Extension letter, if applicable.
   f. OPTIONAL – in case of questions:
      • Scout's Advancement Report from Scoutbook (or other 3rd-party tool)
      • Project Workbook Report page B – Project Service Hours Calculation with Grand Total

   NOTE: We do NOT want scans of any letters of recommendation. These remain with the unit until turned in with the application to Council *after* the Eagle BOR.

3. Email packet to: **576EagleVerification@scouting.org**

Common mistakes to watch for:

1. Signatures must be originally ink or digitally certified (with certificate stamp) – no typed or cut and paste.
2. *Joining Date* is NOT the Scout Rank date, it is the registration date when the Scout began with your Troop, and must predate all ranks and merit badges.
3. *Position(s) of Responsibility* dates must begin *after* the Life BOR date and end *before* the date of verification or 18th birthdate, whichever is first.
4. *Position(s) or Responsibility* dates must span a total of 6 months or more (for example: 2/**3**/xx – 8/**2**/xx will NOT be counted as 6 months. A month is a month, thus 2/3/xx until 8/3/xx equals 6 months.)
5. *Unit Leader Conference* date is dated *after* Life BOR date.